

TITLE: Public Works Superintendent

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DEPARTMENT: Environmental ServicesREPORTS TO: Public Works Manager or Deputy Director Environmental ServicesSUPERVISES: Public Utility Worker I, II, Senior Public Utility Worker, Public Works Field Operations Supervisor, and other operations section positions as required.DEFINITION:

Provides leadership, direction, oversight and supervision of public works field operations to ensure efficient, reliable and cost effective operations and maintenance of public works facilities and infrastructure. Plans, organizes, inspects, and supervises the installation, maintenance and repair of streets, rights-of-ways, parks, open spaces, greenways, parking lots, vacant lots, buildings, water distribution, and wastewater collection systems at the City.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises assigned public works operations to achieve goals within budgeted funds and available personnel; reviews progress and makes changes in priorities and schedules as needed. Assures compliance with applicable local, state, and federal regulations.

Supervises and directs crew leads who oversee the work of skilled and unskilled workers engaged in installation, maintenance, and repair activities in the field. Troubleshoots and problem solves the most difficult and non-routine operational issues.

Provides leadership and works with staff to create a high performance, service oriented work environment that support the City's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive work environment.

Schedules routine and non-routine work assignments; explains work activities or procedures; allocates equipment to projects; estimates project costs, equipment and material needs.

Inspects work in progress and upon completion to assure compliance with safety standards and City procedures and standards.

Evaluates, coaches, disciplines, and is responsible for the selection and training of all subordinate employees within assigned operations section. Monitors performance and provides coaching for performance improvement and personal development.

Develops short and long-range work projects for assigned area of responsibility; coordinates work of section with other City departments and personnel. Recommends and implements goals, standards, and strategies for assigned activities.

Maintains systems and records that provide for proper documentation of assigned activities. Develops and oversees data tracking systems and utilizes applicable software packages to maintain maintenance records.

Creates and reviews a variety of reports including accident or damage reports, equipment reports, material usage reports, personnel time reports and procurement cards statements.

Assures public safety and assures safe working conditions through inspections and training programs; assures work is being carried out according to proper methods and procedures.

Responds to inquiries and complaints from the public regarding the daily operation and construction, maintenance, or repair functions.

Prepares and monitors assigned operating budget; oversees the procurement and inventory of equipment and supplies; prepares specifications and administers contracts for equipment and outside services; monitors contract performance.

OTHER JOB FUNCTIONS

Provides weekend and holiday coverage to respond to emergencies.

Acts as Operations Center Superintendent on a rotating basis.

Stay current with knowledge and practices of assigned area.

Performs other related duties as assigned.

WORKING CONDITIONS:

Work is performed primarily in an office setting and occasionally outside in varying and extreme weather conditions where employees may be exposed to excessively loud noises from construction equipment, dust, and traffic. Employees may risk physical hazard from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. May be required to lift objects and equipment ranging in weight from 25 to 100 lbs. Subject to 24 hour call back for emergency conditions.

QUALIFICATIONS:

Knowledge of:

- Principles and practices used in assigned area of responsibility.
- Methods, techniques and equipment related to public works operations and maintenance.
- Effective and proper safety standards, practices and procedures relating to equipment operation, heavy labor, pesticide application, traffic control, and the use of hand and power tools and equipment.
- Personnel administrative rules and bargaining contract provisions.

- Basic governmental budgeting.
- Short and long term strategic planning.
- Computers and software programs related to area of responsibility.
- Effective supervisory methods and techniques.

Ability to:

- Plan, organize, supervise, assign and evaluate the work of subordinate employees.
- Provide coaching, mentoring and development opportunities to employees.
- Plan, organize and maintain effective programs in public works operations and maintenance.
- Train employees in the safe and effective use of equipment and chemicals.
- Write reports and read and interpret technical manuals, work orders, blueprints, diagrams, plans and specifications.
- Establish and maintain effective working relationships with other employees, contractors and the public.
- Respond to emergencies on a 24 hour basis.
- Communicate effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

A two-year degree and five years progressively responsible experience in an applicable public works operations and maintenance function, including a minimum of two years of supervisory experience.

Licenses, Certificates, and Other Requirements

One or more of the following certificates may be required depending upon area of assignment:

Valid commercial driver's license with appropriate endorsements
Class IV Wastewater Collection Certification
Grade III Water Collection Certification
ODOT Flagger Certification
Public Pesticide Spray Applicators License
Playground Safety Inspector Certification, NPSI
Confined Space Entry Certification
Excavations Safety / Competent Person Certification
First Aid and CPR Certification